

Public Information Internship Opportunity

The award-winning **San Francisco Bay Conservation and Development Commission (BCDC)** is a state agency located in downtown San Francisco's Financial District. BCDC has regulatory and planning authority over regional development in and along the shoreline of San Francisco Bay. We are looking for an intern who is enthusiastic, motivated, has good communication skills, can write and speak effectively, has creativity, sound judgment, likes to solve problems, works effectively as a member of a team, and enjoys working with limited supervision. Graduate Students Assistants or Environmental Services Interns are paid from \$1,616.00 to \$2,341.00 per month, depending on qualifications. This is a full-time, limited-term appointment for nine months.

About the Job. As part of its recently adopted strategic plan, the Bay Conservation and Development Commission (BCDC) has decided to place a higher emphasis on providing the public with more information in an effort to increase understanding of BCDC's mission, jurisdiction and authority.

BCDC currently has no public information officer or any staff resources devoted exclusively to public affairs. An exciting opportunity exists for an energetic individual who is willing to take on the challenge of creating a public information program from the ground up.

Who We Want. An intern who working under the direct supervision of the Commission's Executive Director, can accomplish the following:

- Draft a public information program which describes the strategies BCDC should use to provide information to a variety of audiences, including other government agencies, environmental groups and the general public, the use of BCDC's web site, radio, newspaper, and TV, video, presentations to schools, local governments, service clubs, and developing a speakers' bureau.
- Research possible sources of funding to carry out the identified strategies.
- Prepare and disseminate news releases and other material for use by the media.
- Provide research and other assistance in the production of a video documentary about BCDC.
- Draft brochures, pamphlets, publications, and other public information.
- Draft a plan to increase participation of BCDC agency representatives as speakers before public groups, on radio and television newscasts or other public interest programs.

- Prepare public outreach status reports to keep the Commission apprised of public outreach activities.
- Provide writing, editing and advisory service to BCDC staff and Commissioners.

Who Should Apply. Individuals who possess the qualifications listed above and have graduated from college, or are registered as a graduate student in a master's degree program with an appropriate major. Transcripts and proof of enrollment may be necessary. We are looking for an intern who can qualify for the civil service classification of Graduate Student Assistant or Environmental Services Intern. Familiarity with environmental or planning issues and experience in public affairs are helpful. Indicate the "*BCDC Public Information Intern*" as the job title in the section of the state application (Form #678) titled "EXAMINATION or JOB TITLE."

Applying for the Job. The first Applications received will have first priority for consideration. It is important to file your application immediately, applications will be accepted until the position is filled. Applications should be sent to the California Coastal Commission. To apply, send state application Form #678 (put job title for this position in Box #1), resume and writing sample to:

Personnel Office
California Coastal Commission
45 Fremont Street, Suite 1900
San Francisco, CA 94105-2219

Applications will be screened and the most qualified candidates will be interviewed.
Applications are available on the internet at:
<http://exams.spb.ca.gov/capp.htm>

For additional information, about the Commission, our web site address is <http://www.ceres.ca.gov/bcdc>
For more information about the position, call Will Travis at the San Francisco Bay Commission (415) 352-3653 or e-mail at travis@bcdc.ca.gov

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BCDC is an employer offering equal employment and advancement opportunities to all persons without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with state law, civil service rules and the special trust place in public servants.